



City of Santa Barbara
Airport Department

DATE: September 16, 2009
TO: Airport Commission
FROM: Karen Ramsdell, Airport Director
SUBJECT: Amendments to the T-Hangar Rules and Regulations and T-Hangar Waiting List Policy and Procedures

RECOMMENDATION:

That Commission approve and authorize the Airport Director to execute amendments to the T-Hangar Rules and Regulations and the T-Hangar Waiting List Policy and Procedures, as shown on Exhibits A and B.

DISCUSSION:

Background

On June 14, 2006, City Council adopted Resolution No. 06-046 setting forth the Policies and Procedures for operation of the City's 24 T-Hangars at 4 Gerald Cass Place, including Exhibit A, "T-Hangar Rules and Regulations," Exhibit B, "T-Hangar Waiting List Policy and Procedures." Recognizing that changes to the Exhibits would need to be made for the orderly and fair administration of the T-Hangar program, the Resolution stated that any amendments were to be approved Airport Commission.

T-Hangar tenants were chosen by a public lottery on November 15, 2006. Twenty-five additional names were drawn to form a waiting list, should any of the original 24 tenants vacate. The T-Hangars were occupied on February 1, 2008.

Since the original drawing, the waiting list has dwindled to less than 10 interested parties, triggering a new lottery under the terms of the current Waiting List Policy.

Prior to proceeding with a new lottery, staff and Airport Commission felt that a review of all the documents and procedures was indicated to assure that the procedures and rules and regulations were achieving the purpose for which they were intended: to provide a fair and transparent public process for tenant selection, assure that the rules and regulations were adequate to protect the City's interest, and provide clear guidance for the T-hangar tenant.

Amendments

Accordingly, several minor changes were suggested to update the documents. Some were clarifications of language and some reflect maintenance, safety, and enforcement issues not included in the original documents. Revised Exhibit "A", T-Hangar Rules and Regulations and

Exhibit “B”, T-Hangar Waiting List Policy and Procedures are attached with the changes highlighted by strike-through in red and new language highlighted in yellow. A summary of the changes are listed below.

T-Hangar Rules and Regulations

- II. T-Hangar License, A. Qualified Aircraft Owner, “a valid aircraft lease naming the person or entity as the **exclusive** lessee;
- II. T-Hangar License, C. Permitted Aircraft; Airworthy; replaced sentence on airworthy condition of aircraft to clarify;
- IV. T-Hangar Use and Maintenance, A. T-Hangar Use, added “Licensee’s T-Hangar may contain one refrigerator, not to exceed 6 cubic feet in size.”
- IV. T-Hangar Use and Maintenance, added .new paragraph B. “Pilot Lounge Use;
- IV. T-Hangar Use and Maintenance, C. Fire Safety Requirements, added 6. No barbequing may take place on the ramp without prior written permission from the Airport Director.
- V. Prohibited T-Hangar Storage and Uses, B. The following activities are prohibited in and around the T-Hangar, 12. Clarified extension cord use.

T-Hangar Waiting List Policy and Procedures

- I. Waiting List Formation, A. Lottery Application, deleted paragraph 3 on Initial Lottery Deposit.
- II. Lottery, A. Initial Lottery, deleted “initial” lottery description and replaced with passed tense recording action taken;

General Aviation Subcommittee

The proposed amendments were discussed by the General Aviation Subcommittee on August 19, 2009. The pros and cons of changing the selection process from a lottery to an open waiting list were discussed. Staff investigated the Waterfront Department’s methods of tenant selection for boat slips, which currently involve maintaining a waiting list. The Waterfront reported that because of the administrative difficulties involved in maintaining a waiting list for a sustained period of time, it is moving toward instituting a lottery process in the future.

The Subcommittee concluded that the lottery process was preferable to a waiting list system because of the transparency of the system. Because the lottery is public and random, it protects the Airport from any perception of undue influence by any interested party.

The General Aviation Subcommittee recommends approval.

PREPARED BY: Business & Property Division

ATTACHMENT: Exhibit “A” T-Hangar Rules and Regulations, Amended
Exhibit “B” T-Hangar Waiting List Policy and Procedures, Amended